

Mount View High School Student Prospectus



"Mount View High School is dedicated to developing an innovative, flexible learning culture that is courageous and aspirational, with opportunities for all to thrive"



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PRINCIPAL'S MESSAGE

Starting high school is a significant moment in each student's educational journey.

It is with great pleasure that I welcome the 2020 Year 7 students and their families to Mount View High School. For some families you may already be familiar with our school; for others it will be the start of something new. Irrespective of your situation I do hope that it will be a most happy, productive and educationally rewarding experience.

In 2020 we will have approximately 960 students and 110 staff, both teaching and administrative/support staff. Together with the many educational, wellbeing, social and extra-curricular programs on offer, our school is always a busy and exciting place to be.

Our school motto is "Pride and Loyalty."

Our students are regularly acknowledged, both within the school and the wider community, for their commitment to upholding these values. We strive to set the highest standards in academic, sporting and cultural pursuits as well as in responsible student behaviour, school uniform, school pride, cleanliness and image. Our students and staff are encouraged to '*step up*' to the challenges; '*step forward*' when opportunities arise; and '*step ahead*' together.

Later in our handbook you will see the lyrics to our school song, "Stand Up Step Forward". This was written by a group of students in 2015 and embodies our common beliefs and purpose. I am extremely proud of their efforts – that students should be responsible for writing the lyrics and score for a new school song, which is so heartfelt and positive, is a remarkable achievement. Please take the time to read the lyrics and I hope that you will enjoy hearing, and singing the song, in the near future.

Our school is proud to be a comprehensive, public high school which reflects and works with our community. We are fortunate to have an active P&C which meets on the second Wednesday of each month in the staff common room. The P&C is most keen to support each student's educational opportunity and all parents are welcome. Strong home and school partnerships are pivotal in maximising the learning outcomes for our students and parents and carers are encouraged to be involved in the school in many ways – volunteering with educational programs or in the school canteen, or as an active member of the P&C.

There are many changes that are being effected at the school aimed at ensuring the best possible educational outcomes for our students. Our 2018-2020 School Plan has identified three strategic directions:

1. Positive wellbeing.
2. Personalised and responsive student learning.
3. Organisational effectiveness and quality professional practice.

I encourage you to familiarise yourself with the information in this booklet and to keep it handy for quick reference. Our school is committed to providing the best educational experience for your student/s. I encourage you to contact us if you have any queries at any time, as together, we can ensure that your child has access to the highest quality educational outcomes possible and that their years of schooling at Mount View High School are happy, enriching and successful.

Desley Pfeffer
Principal



DEPUTY PRINCIPAL'S WELCOME

It gives me great pleasure to welcome you, as the incoming Year 7 class of 2020 to Mount View High School. I look forward to working with the 2020 Year 7 students and parents.

By working together and addressing problems when they arise we can be assured that all students will reach their potential.

As Deputy Principal of the incoming Year 7 class, I look forward to working with your Year Adviser Linsey Springbett, your class teachers and you, in ensuring a smooth transition from primary school to Mount View High School. It is important to understand that there are staff who will remain with you as you move through your high school years.



The Year Adviser and Deputy Principal take on this role and I personally, look forward to developing a positive and fulfilling relationship with the 2020 Year 7 class.

High school is the next stage of your education, but it is important to see your education as a continuum – a continuation of the learning and achievements you have already experienced. Look for opportunities to participate and experience new activities and knowledge. Your future is largely created by you and the decisions you make in your own attitude and effort. We are here to assist you in making positive decisions, and work with you to improve any less positive decisions as you move along this path. Be open to constructive criticism and use this to move forward.

You will experience differences in the structure of your day, greater movement between classes, greater expectations upon your organisational abilities and changes in peer relationships. Any concerns or issues need to be discussed; don't feel that your concerns may be regarded as trivial or unimportant, because they are important to you. We have classroom teachers, head teachers and a wellbeing team to support you.

The Department of Education's core expectations of respect, engagement in learning and safety will form the basis of many of my discussions with you and my expectations of you. Welcome to you all. I look forward to working with you as you begin the next stage of your educational journey.

Larayne Jeffery
Relieving Deputy Principal
Year 7, 2020

YEAR ADVISER INTRODUCTION

Welcome to Mount View High School.

As a Year 7 student, you are commencing an exciting and challenging new stage in your education. As your Year Adviser my role in your school life is to:

- Offer you assistance in regards to academic progress, classroom behaviour, attendance, social behaviour, adjustment and provide opportunities to seek alternative assistance when necessary.
- Provide the initial point of contact for your parents
- Liaise between your parents and the school
- Support you through difficult times



You will find that Mount View High School has an extensive curriculum as well as a long list of extra-curricular opportunities. We recognise students for their

achievements and encourage you to achieve your personal level of excellence. You will constantly encounter opportunities to develop your talents and interests. Each of you will be guided, encouraged and challenged to develop the knowledge, skills and sensitivities needed for a fulfilling adult life. I encourage you to develop wide-ranging interests in activities such as theatre, art, music, sport and languages.

I am pleased that you have chosen to become a member of our school community and look forward to meeting you and getting to know you as a year group.

Linsey Springbett
Year Adviser
Year 7, 2020

POSITIVE EDUCATION AS A WAY OF LIFE AT MOUNT VIEW HIGH SCHOOL

Mount View High School is a lead school in the Hunter Valley in the introduction of the principles of positive education / positive wellbeing. As a PESA (Positive Education Schools Association) member school Mount View High School is embracing the Five Ways to Wellbeing (NEF) framework as the basis for supporting the wellbeing of our students.

Positive education is “the development of educational environments that enable the learner to engage in established curricula in addition to knowledge and skills to develop their own and others’ wellbeing” (Oades, Robinson, Green & Spence, 2011). It is our belief that, without compromising either, can schools teach both the skills of wellbeing and the skills of academic achievement.



Each morning students attend “Check In” – this is a revised form of roll call. Not only do we check in on students’ attendance but it provides an opportunity to check in on each other, our wellbeing, and on what’s happening in the school. A range of positive education activities are conducted in this time – often focussed on developing student’s understanding of the Five Ways to Wellbeing framework. Check In aims to make the start to each school day a welcoming, inclusive and positive experience so that students’ engagement in, and connectedness and belonging to school, is enhanced.

Positive wellbeing is the first of three Strategic Directions in our 2018 – 2020 School Plan and our school vision statement states: *Mount View High School is dedicated to developing an innovative, flexible learning culture that is courageous and aspirational, with opportunities for all to thrive.*

CONNECT

Feeling close to and valued by others is a fundamental human need and one that contributes to functioning well in the world. Positive connections are integral to our wellbeing and mental health. Supportive school relationships have been linked with child and adolescent wellbeing, accomplishment and resilience (Stewart, Sun, Patterson, Lemerle, & Hardie, 2004; Wentzel & Caldwell, 1997). Students who feel connected to their peers, teachers and parents have higher academic results and better engagement with school (Furrer and Skinner, 2003). Being connected to others and having supportive relationships plays an important part in feeling good and doing good.



The caring culture of the school will be supported by the teaching of skills that help to deepen and strengthen students' relationships. Every day at Mount View High School, students and staff foster connections by having understanding and encouraging relationships. We also create these connections through a variety of groups such as the breakfast club, intensive support programs, Junior AECG and the building of relationships through House and Check In systems. Students connect with each other through camps, peer support opportunities and collaborative learning experiences in the classroom.



BE ACTIVE (and healthy)

An active lifestyle incorporates the whole experience of movement and nutrition. This improves the immediate and long term physical, mental, emotional and social dimensions of health. Regular physical activity does not only decrease health problems, it also improves mood, energy and brain function for teachers and students (BOSTES, 2016). Increases in blood flow during exercise also aids in improved cognitive function and academic performance (Alzheimer's Australia, 2013).

The active culture within a school can be supported by providing opportunities and explicit teaching of lifelong physical movement. At Mount View High School, staff and students are actively conscious of their health and participate in a range of activities such as sports carnivals, practical subjects, breakfast club, fit club (e.g. Gym, 7-a-side soccer), Check In challenges, and staff challenges.

TAKE NOTICE

To take notice is to be present in the moment. Taking notice is taking the time to appreciate the environment, the emotions, the connections and everyday activities we take for granted. Students who have been taught to take notice through mindfulness based programs in a school setting are better able to pay attention, control their behaviour, actively participate, show more respect for others, have higher levels of optimism and self-belief. (Black & Fernando, 2014; Schonert-Reichl & Lawlor, 2010).



MVHS encourages all staff and students to stop, take notice, and appreciate the present moment. Everyday our teachers in roll call connect with and take notice of students and their present individual wellbeing, further supported by School Wellbeing Supports. We celebrate the successes of others, and provide time and commitment to notice and support those that require help. Within the beautiful natural environment at school, staff notice each individual student and adjust the learning and support to benefit each student. Taking notice of others, the environment and ourselves at Mount View High School improves everyone's wellbeing.



KEEP LEARNING

Learning is constant, it continues throughout life and can be present in many forms. Learning new skills can give you a sense of achievement and new confidence and learning always goes beyond formal education. It is discovering challenges, rediscovering hobbies, or trying something new. Continued learning through life enhances self-esteem and encourages social interaction and a more active life. There is substantial evidence that engagement is associated with wellbeing, learning, and the accomplishment of important goals (Froh et al., 2010; Hunter & Csikszentmihalyi, 2003).

At Mount View High School, keep learning looks like the continuing professional development of staff, cultural enrichment activities for staff and students, targeted group programs, students teaching students, the catering of certified classes for students and informal teaching through conversations.

GIVE

To give means to give your time, attention, and where possible, resources to others. It is through the act of giving that people find a sense of purpose and achievement, as well as creating connections to the people and the greater community around them. Helping, sharing, and giving are associated with an increased sense of self-worth and positive mental health. Life satisfaction has been strongly associated with active participation in social and community life (Huppert, 2008).



To give at Mount View High School is not done out of obligation, but it is our intention to improve the lives of the people we come in contact with. Giving looks like the dedicated teaching staff regularly providing their time and assistance to support students and their families. As well as this, students take up the opportunity to give back to their local community through annual fundraising days and daily interactions with their peers.

Stand Up, Step Forward

By Paul Jarman, students and teachers of Mount View High School

Verse 1

The world is for our making, the world is for embracing
Stand on up, step ahead, breathe it in
Together we can see where we want to go
You'll be there beside, guide us as we grow
So climb with me where we seek our dreams

Verse 2

You and I have grown, our lives we make our own
We'll go our way, always come back home
Vines among the trees, rolling hills and streams
Journey through this place with pride and loyalty
And now we know we are on our way

Chorus

Stand up, step forward, move ahead
Stand up, step forward, move ahead
Breaking down walls not afraid of change
Individual, not considered strange
Guide us on our path, all we aim to reach
Keep on climbing towards our dreams

Verse 3

Life will always change, the feeling stays the same
Colours of our soul will always shine
Remember Mount View, the grapes, the morning dew
Memories we shared, people that we knew
The legacy remains in all we do



SCHOOL CAPTAINS & VICE CAPTAINS 2019-2020

Captains



Rose Lucas



Bohdan Thorley

Vice Captains



Georgia Bradley



Fei Fei Webster

STUDENT LEADERSHIP GROUP

Student Leadership Group

Student leadership and student voice at Mount View High School is in the form of two Student Leadership Groups, the Junior Leadership Group (Years 7, 8 and 9) and the Senior Leadership Group (Years 10 and 11).

Six representatives from Year 7 will be elected soon after the Year 7 Camp, near the end of Term One, to become involved in the Junior Leadership Group.

Student representatives can bring your concerns and ideas to improve our school to the relevant staff member's attention. The Junior Leadership Group gives Year 7 a student voice in school decision-making. The Student Leadership Group organises fund raising events such as Jeans for Genes Day, Red Cross collections and Shave for a Cure, attends state and national events and represents Mount View High School at district and state level leadership forums.

The Junior Aboriginal Education Consultative Group (JAECCG) is also an integral part of our student leadership group and representing the voice of our many Aboriginal and Torres Strait Islander students.

Principal

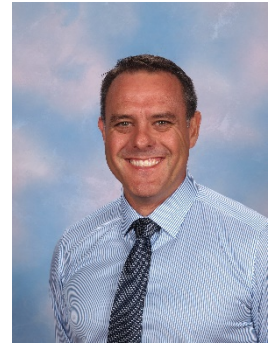


Desley Pfeffer

Deputy Principals



Larayne Jeffery
Yr 7/9/11 in 2020



Shane Hookway
Yr 8/10/12 in 2020

Faculty Leaders



Rebecca Bartlett
Relieving Head Teacher English



Ben McCartney
Head Teacher Maths



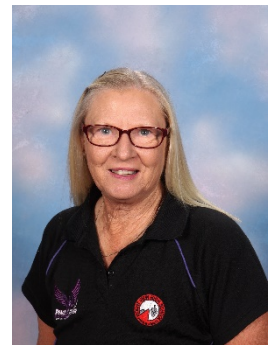
Natalie Death
Head Teacher Science & Agriculture



Scott Hamilton
Head Teacher HSIE



Elizabeth Alder
Relieving Head Teacher CAPA



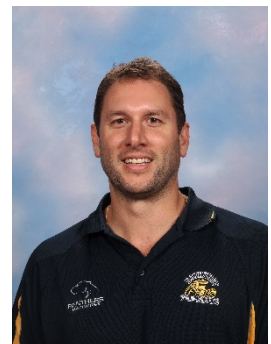
Susan Ford
Head Teacher PD/H/PE



Brian Means
Head Teacher TAS



Julie Myers
Head Teacher Wellbeing



Steve Quigley
Head Teacher Wellbeing

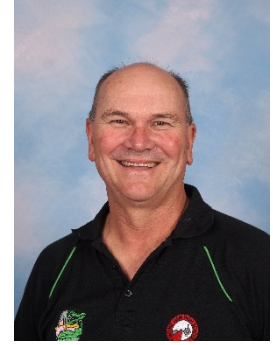
Faculty Leaders (cont.)



Elizabeth Alder
Head Teacher Teaching & Learning



Tania McLaren
Relieving Head Teacher Support



Graeme Lindsay
Head Teacher Admin

Student Year Advisers



Linsey Springbett
Year 7 2020



Sarah Bendall
Year 8 2020



Lisa Hunt
Year 9 2020



Ainslie Martin
Year 10 2020



Melissa Parish
Year 11 2020



Stacie Ostle
Year 12 2020

All years in high school are assigned a teacher who acts as their Year Adviser. The role of a Year Adviser is varied, but the most important aspects are to HELP, ADVISE and ENCOURAGE all students in that year with all aspects of school life. This may include meeting the personal, social and learning needs of students. Reporting on the progress of students, collecting work during a student's long absence and addressing academic and social issues are also elements for which the Year Adviser is responsible.

Any student may approach their Year Adviser at a convenient time during the school day. Parents are also able to contact the Year Adviser to discuss the progress of their child. A Year Adviser is not a School Counsellor and may, under some circumstances, recommend that the parent or student seek the assistance of the Counsellor.

STAFF AND STUDENT SUPPORT NETWORK

Head Teachers Wellbeing

At Mount View High School we are very keen to make everyone feel welcome and to encourage all students to learn and succeed to their maximum potential.

The Wellbeing Team at Mount View High School is an energetic and dedicated team who share overall responsibility for the student body, working closely with Year Advisers and teachers to ensure students are growing and maturing in an environment that is nurturing and positive.

If you or your parents wish to discuss matters of a personal nature, including friendships or home problems, difficulties in settling in to Mount View High or you can see a way we can improve the learning environment for all students, feel free to discuss this with the Head Teacher Wellbeing or the Principal.

To assist families to meet some of the costs of schooling, we receive some funding to distribute for clothing, excursion costs, subject contributions and stationery. Because of the limited funds, this money is allocated on a needs basis. Applications for the Student Assistance Scheme can be obtained from the front office and need to be supported by a statement from Centrelink and will be processed (confidentially) in the first 4 weeks of each year. If required, please collect and return this form ASAP.



Julie Myers
Yrs 8/10/12, 2020



Steve Quigley
Yrs 7/9/11, 2020

Learning Support Team

Mount View High School provides students with a range of wellbeing and leadership programs and activities to complement the comprehensive curriculum offered by the school.

We have a highly structured and extremely caring student support program. Weekly meetings of the school's wellbeing team monitor the emotional, intellectual and interpersonal development of students and identify any particular needs of individuals.

The Learning and Support Teachers (LaST) co-ordinate support for students with special needs e.g. learning difficulties or disabilities.

The LaST assists teachers by helping students with individual learning needs. The Learning and Support Team also assess the competencies of all Year 7 students, which plays a crucial role in the organisation of classes and the placement of students.



Karina Janetzki



Melissa Parish



Sophia Vaughan

School Counsellors

The school counsellors **Di Tudball** and **Kristen Kerslake** are available to see any students, their parents and also their teachers, about a variety of matters.

Many students need help to fit in to the educational and social aspects of high school. The counsellor is available to talk to any individual about his or her particular worry, or to talk to groups of students on such topics as methods of study or organising school work, fitting in socially at school with peers and teachers, etc.

The counsellor provides an important personal service to any student as an independent and confidential listener. Students are welcome to approach the counsellor, to discuss any aspect of their home or school life, relationships with friends etc.

Any student wishing to see a counsellor should approach the counsellor in their office (located next to the drama room in the C BLOCK) to arrange a meeting, or write their name in the Counsellor's Appointment Request Book at the office. Please make these arrangements during breaks. Appointments, however, will be made for class time unless otherwise requested.

Liaison Officer - Aboriginal Families

The Liaison Officer - Aboriginal Families assists Aboriginal and/or Torres Strait Islander (ATSI) students and is responsible for monitoring the attendance, behaviour and progress of ATSI students, advising them on matters relating to school, family or personal problems.

The Liaison Officer Aboriginal Families works closely with the Aboriginal Education School Learning and Support Officers.



Michelle Bedford
Liaison Officer
Aboriginal Families



Tracy Eddy
School Learning and Support Officers
Aboriginal Education



Sam Russell
School Learning and Support Officers
Aboriginal Education

Student Support

In 2020 several additional learning supports will be available for students to access in addition to their timetabled classroom teacher. **Homework club** will continue to run again every Monday in the library from just after 3pm through to around 5pm.

THE FIRST DAY OF SCHOOL

Year 7 students will begin high school on **Wednesday 29th January 2020**.

On this day students will need to be at school by 8.45am. Parents can drop students off to school with students gathering in the quadrangle or on the lawn area outside the Multi-Purpose Centre (MPC).

An announcement will be made advising students where they need to assemble. Students will be placed into their classes, given timetables and meet their peer support leaders.

Students will need to bring pens, paper, food for recess and lunch. Canteen services will be available to all students.

Year 10 Peer Support Leaders, Year 11 and 12 students will also begin on Wednesday 29th January 2020.

Years 8, 9 and 10 students start Thursday 30th January 2020.

SCHOOL UNIFORM POLICY

Wearing the correct uniform well is one of the expectations at Mount View High School. Students need to be responsible in ensuring they know and follow uniform requirements. The importance of providing students with the correct school uniform and maintaining its cleanliness and neatness, is stressed. It teaches personal pride, gives the student a feeling of belonging and fosters school spirit, so important in a student's development. It also guards against rivalry in dress and enhances the reputation of the school. This benefits all students.

All students are expected to wear full school uniform. Only students with black shoes and full school uniform may leave the school on excursions, unless otherwise indicated on the permission note. Students must be in the correct school uniform (including black shoes) when representing the school.

Uniform is monitored daily at Check In. If a student is out of uniform, they will be issued with a slip, and this will be recorded in the uniform register and entered on the school report. Letters are sent home on a regular basis, where students are often "out of uniform".

Please refer to the Mount View High School website for further information on school uniform.

All students must change into the practical PE uniform to participate in practical PE lessons. No jeans or baggy cargo pants will be permitted. For practical PE lessons students are required to wear appropriate sports footwear (eg. joggers).

Note: If for some unavoidable reason your child is out of uniform, please write a note for him/her to explain the situation ensuring that it is signed and dated by the parent/guardian. Such notes will only be accepted for temporary situations.

Nylon shorts have been found to be a fire hazard in kitchen areas. Students are strongly discouraged from wearing these shorts and may be excluded from practical cooking lessons.

Hats

It is strongly recommended that a hat or cap be worn while students are in the playground, playing sport or when attending sport carnivals. Hats should be free of offensive or inappropriate language or lettering. The use of sun screen is highly recommended. Hats/caps/beanies are to be removed in the classroom.

Jewellery

Jewellery should be **minimal**. When jewellery is assessed to be a potential danger to the student or other students in the course of classroom or playground activities or to be offensive in any way, students will be asked to remove the items.

ADMINISTRATION OFFICE

The School Administrative Manager Mrs Nicole Haley heads the School Administration Support Staff team. The main office looks after first aid, attendance, new students' enrolment, finance and general enquiries.

Parents should come to the parent window at the Administration Office to pay money, hand in forms and/or to sign-in. Parents may also ask for general assistance here. Administration Office hours are 8am to 3.30pm.

Students should come to the student window at the Administration Office for payments, handing in forms or for general assistance.

FIRST AID CLINIC

What should I do if I become sick or injured during the school day?

All students and parents are advised that our clinic is a First Aid station only. We do not have a trained nurse on duty. If you are sick or injured during recess or lunch, report to the clinic, where a first aid officer will arrange treatment for you.

Students are not to call home using their mobile phones. In class, students are to inform their teacher who will give them a note to go to the sick bay which is located at the front office. The first aid staff will admit students to the clinic where they will be assessed and the school will call home to arrange collection of the child through sick bay. No student is allowed in the clinic without a note. Each student must be signed in. In cases of more serious injury, send someone to notify a teacher or the clinic immediately and an ambulance will be called. Students who are ill must not leave the school grounds without first gaining school permission. Parents picking up sick students should go to the front office in the first instance.

Who do I tell if I need to take medication?

All students with a medical condition or who take medication need to have a Health Care Plan completed and signed by their doctor. These forms are included in the Enrolment Pack or can be collected from the Administration office. Students who self-medicate also need a Health Care Plan (eg asthma puffers).

If the student needs to have medication during the school day the medication must be supplied to the school in original packaging. We cannot accept tablets etc. unless they have the correct packaging with instructions and use by date. Parents can ask their pharmacy for a second pharmacy labelled container to supply the school with medication. The medication will be administered by a registered medication officer in the clinic. Students are not to have medication on them whilst at school.

If parents want to come into school to give their child medication a Medication Log will need to be completed. No medication including Panadol or any other analgesic will be dispensed to students without written permission from parents. All medication must be left at the office. Please ensure that students' medical conditions and parent and/or emergency contact numbers are up to date.

ATTENDANCE

Why must I send my child to school?

The law in NSW states that all children between the ages of six and seventeen years are required to attend school regularly (Education Act 1990). It is the responsibility of parents or caregivers to make sure that their children attend school every day.

Why is regular attendance at school important?

Attending school every day makes learning easier for your child and helps build and maintain friendships. Regular attendance prevents gaps in the acquisition of essential skills which leads to improved student learning outcomes.

Regular attendance at school will help build academic and social confidence in your child and help them to succeed in later life. Unsatisfactory school attendance may deter prospective employers, affecting employment opportunities, as well as the award of the Higher School Certificate.

Check In

Rolls are marked each morning in your Check In room at 8.45am to 9am. Tuesday's Check In commences at 8.40am to allow for assembly that day.

Check In Patrons

Each Check In group in the school has a teacher in charge known as the Check In Teacher. Students may seek advice from their Check In Teacher on school matters. Notices of school events will be read to Check In groups each morning. Student uniform will also be checked at this time.

Late Arrival

Lateness is recorded as a partial absence and must be explained by parents or carers in the same way as other forms of absence. Arriving at school on time helps students realise the importance of punctuality and routine.

Check In starts at 8.45am and finishes at 9am. If you arrive at school after Check In has started, report to your Check In room. If you arrive after 9am you must report to the Attendance Office. Where possible you should bring a note from home explaining why you are late. If your parents have driven you to school they should come to the front office with you while you sign in. If no satisfactory explanation is provided, the partial absence will be recorded as Unjustified.

The attendance officer will issue a late note, which is to be shown to the class teacher. The following day this late slip should be returned to the Check In teacher with a parent signature.

Early Departure

If a student is required to leave the school grounds during school hours, written permission from a parent/guardian must be handed to the Attendance Office **BEFORE** Check In. Please ensure that the note has the Student's Full Name, Times for leave, Reason for leave and Parent Contact Number and Parent Signature. Students must pick up their official pass from the Attendance Office before they leave the school grounds. This could save embarrassment with Police Officers/Teachers and Home School Liaison Officers if approached in the community during school hours. Please restrict these requests to those of an urgent nature.

If there is an unforeseen emergency event and parents or guardians need to collect a child from school during the course of the school day, the person collecting the child must report to the Attendance Office in person. Students are not released from the care of the school without formal written consent and proof of identity. Students can only be released to parents/carers or persons listed as an emergency contact. Learning is a priority and parents should be aware that the collection of students during the school day is generally limited to break times. In all cases of early leave, the family may be required to provide proof of appointments to justify the absence.

Absences

Regular attendance at school is essential. To explain an absence, parents may choose one of the following below:

- Send a note, fax or email to the school
- Telephone the school
- Visit the school
- Reply to a text message sent by the school
- Please do NOT notify the school of an absence via the schools Facebook page

All absences need to be explained within 7 days. Records cannot be adjusted after this time. On your return to school give your Check In teacher a note, signed by your parent or caregiver explaining your absence. **It must contain the student's full name, year, roll group and the reason for the absence.** Parents or Caregivers will be advised of daily absences via our SMS messaging service. Explanation may be recorded by replying to the SMS message with the student's details. If you are aware of your child's absence but do not receive an SMS, please contact the school and check that we have your correct mobile number on record. If you are going to be absent for a reasonable period of time you would need to speak to your child's Year Adviser for them to organise class work to be sent home.

Absent for an extended period due to illness

Sick or injured students who may miss a substantial period of school may apply for an exemption from school for this period. Please contact the Attendance office to collect an Exemption Application Form and return it with a Doctor's Certificate. Contact may also be made with the Year Adviser to organise work for the student at your request.

What are justified absences?

Your child must attend school every day unless:

- Your child is too sick to go to school
- There is an exceptional or urgent family circumstance (such as attending a funeral)
- Your child has been injured
- Your child has to go to a special religious ceremony
- Your child has an infectious illness (e.g. chicken pox, measles or mumps).

What are unjustified absences?

Unacceptable reasons for absences include:

- Birthdays
- Sleeping in
- Paid shifts at a student's place of employment
- Minding younger siblings or other children
- Haircuts
- Working around the house
- Shopping

These are not reasons for students to be absent from school. **They are unjustified absences.** Always try to make appointments for students with people like dentists or doctors before or after school. Where an appointment needs to be made during school hours and the reasons are unavoidable, or involves a specialist, students are required to provide an appointment card with their written request for a leave pass. Failure to comply with the Education Act (1990) will result in further action being taken by the school through the Home School Liaison Program and /or the school's Discipline Policy.

Message From The Automated System

Automated phone out: (Truancy Call) Any student absent without prior notification, will initiate an automatic SMS message to parents/guardians. When the parent/guardian indicates a reason for absence on this system, a follow up note is not required. The system also makes calls for students who arrive late to school without a parent note.

Must my child attend school sport?

YES! Sport and other exercise aid in the healthy physical development of children. Sport is a compulsory part of the normal school curriculum which students must attend.

What should I do if our family is going on holidays in school time?

Mount View High School values travel and cultural experiences as a learning and enrichment opportunity, but is bound by Department of Education requirements in this process. Application for Travel/Leave forms are available at the Attendance Office. You will need to provide evidence such as copies of tickets, itineraries or bookings, to support your application for leave PRIOR to departure. You can ask the school to provide school work that can be completed while your child is absent so they do not fall behind.

My child won't go to school. What should I do?

You should contact the Head Teacher Wellbeing or School Attendance Officer as soon as possible to discuss the problem and ask for help. It is important that you report your child's reluctance or refusal to attend as soon as possible. Making excuses or condoning your child's absences hinders our efforts to help you. Working together to resolve attendance issues is in the best interests of your child, their education and future. The school may ask the Home School Liaison Officer to contact you to discuss the issues and provide assistance.

Who are Home School Liaison Officers?

Home School Liaison Officers (HSLOs) work with schools to encourage all students to attend school regularly. They have also been specially trained to help you with your child's school attendance. The role of HSLO also involves working with police and other government and non-government agencies to support school attendance policies and strategies.

HSLOs are required to liaise with the Legal Services Directorate to undertake further action in cases where parents do not fulfil their obligations under the Education Act (1990). Support your child's success at school by getting them there! Good school attendance leads to....

- Better school results
- Better life chances
- Better peer relationships at school

SCHOOL FEES

As is the case in most schools a service contribution and subject specific fees are requested. Many of the subjects listed in this handbook require the provision of additional resources to ensure that delivery of the subject is relevant and highly engaging to students. Where needed, a fee is imposed for some subjects to ensure the purchase of additional resources for student use. These fees are kept as low as possible, and are heavily subsidised by school funds.

Mount View High School recognises the need to assist our students and their families to meet the costs of secondary education. Parents or guardians who experience financial hardship in meeting subject fees may apply for Student Assistance for students in all years. Students who already receive Abstudy do not qualify to gain Student Assistance. Applications are confidential and can be collected from the Administration office. Alternatively, you may contact the Principal or a Head Teacher Wellbeing if you wish to discuss any difficulties, including possible exemptions, support or payment instalment options.

Subject Fees

Subject Fees for Year 7 are:	Art	\$50
	Science	\$15
	Technology Mandatory	\$80

Contribution Fee

Year 7 Contribution Fee:	\$40
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How to Pay

Payment for fees, excursions or extra-curricular activities can be made in a variety of ways.

1. **Online payments** can be made via the school website www.mountview-h.schools.nsw.edu.au under the heading \$Make a Payment. This is a secure payment page hosted by Westpac. Follow the prompts to make a payment via Visa or Mastercard.
2. **In Person** (parent or student) at the Administration Office. We accept cash, cheque or EFTPOS.

YEAR 7 BOOK PACK

The school has assembled a Stationery Pack for next year's Year 7 students. The pack consists of good quality stationery items and exercise books and is very competitively priced when compared to normal retail prices. The pack will be available on Orientation Day and will consist of the following:

English	2 x 128 page book
Mathematics	2 x A4 192 page book
Science	1 x A4 192 page book
Language	1 x 192 page book
Home Economics	1 x A4 display folder
History	1 x 128 page book
Geography	1 x 128 page book
PD/H/PE	1 x A4 192 page book

Calculators are sold separately for \$20.

SUBJECT REQUIREMENTS

General requirements for all subjects:

- ☐ Black, blue and red pens
- ☐ Lead pencils and coloured pencils
- ☐ Erasers
- ☐ Clear plastic ruler with millimetres clearly marked (not metal)
- ☐ Scissors
- ☐ Glue

Specific equipment requirements:

- English ☐ 2 x 128 page book
- Mathematics ☐ 2 x A4 192 page book
☐ Calculator (available at front office \$20)
- Science ☐ 1 x A4 192 page book
- Geography ☐ 1 x 128 page book
- History ☐ 1 x 128 page book
- Language ☐ 1 x 192 page book
- Home Economics ☐ Solid leather shoes
☐ 1 x A4 display folder
☐ Hair band for long hair
- Industrial Arts ☐ Solid leather shoes
☐ 1 x A4 display folder
☐ Work Apron issued on payment of fees
- PD/H/PE ☐ 1 x A4 192 page book
☐ MVHS sport shirt & black shorts
- Visual Arts ☐ A3 Visual Arts Process diary (provided with subject contribution payment)

LEARNING EXPERIENCES

7	English (7)	Maths (7)	Science (7)	PDHPE (4)	History / Geography (4) Semesterised	Mandatory Tech (5)	Art (5)	Language (5)	Library (1)	Sport
8	English (7)	Maths (7)	Science (7)	PDHPE (4)	History / Geography (6) Semesterised	Mandatory Technology (5)	Music (5)	Ag (2)	Drama (2)	Sport
9	English (7)	Maths (7)	Science (7)	PDHPE (4)	History / Geography (6) Semesterised	Elective 1 (7)		Elective 2 (7)		Sport
10	English (7)	Maths (7)	Science (7)	PDHPE (4)	History / Geography (6) Semesterised	Elective 1 (7)		Elective 2 (7)		Sport
11	English (7)	Line 2 Elective (7)	Line 3 Elective (7)	Line 4 Elective (7)		Line 5 Elective (7)		Line 6 Elective (7)	Offline	
12	English (7)	Line 2 Elective (7)	Line 3 Elective (7)	Line 4 Elective (7)		Line 5 Elective (7)		Line 6 Elective (7)	Offline	

All students will follow courses prescribed by the Department of Education and NESA (NSW Education Standards Authority). Students in Year 7 will study English, Mathematics, Science, Geography, History, Visual Art, Language, Design & Technology, Drama, and Physical Education. Our school will be offering experience in all of these subjects in Year 7 and 8 so that students can make a realistic choice of electives in Year 9.

Year 9 Elective lines 2020

X Elective	Y Elective
Agriculture	Agriculture
Food Technology	Child Studies
Food Technology	Food Technology
History Mysteries & Conspiracies	iSTEM
IT Timber	IT Timber
Music	IT Metal
PASS Football	Physical Activity and Sport Studies (PASS)
Visual Art	Photography and Digital Media

Year 10 Elective lines 2020

X Elective	Y Elective
Child Studies	Agriculture (Continuers)
Commerce	Foundations of Advanced Mathematics
Food Technology	Food Technology
iSTEM	History Mysteries & Conspiracies
IT Metal	IT Timber
IT Timber	IT Timber
Physical Activity and Sport Studies (PASS)	Music
Photography and Digital Media	PASS Football
Tourism and Travel	VET Hospitality

Year 11 lines 2020

Line 1	Line 2	Line 3	Line 4	Line 5	Line 6	Offline
English Advanced Cat A	Mathematics Advanced Cat A	Chemistry Cat A	Agriculture Cat A	Food Technology Cat A	Biology Cat A	English Extension Cat A
English Standard Cat A	Mathematics Standard 2 Cat A	Engineering Studies Cat A	Ancient History Cat A	IT Multimedia and Graphics Cat A	Exploring Early Childhood CEC	Mathematics Extension Cat A
English Studies Cat B	Mathematics Standard 1 Cat B	Legal Studies Cat A	Business Studies Cat A	IT Timber Cat A	Modern History Cat A	
		Photography, Video and Digital Imaging CEC	Community and Family Studies Cat A	PDHPE Cat A	Software Development & Design Cat A	
		VET Metals and Engineering Cat B	Music Cat A	Textiles and Design Cat A	Sport, Lifestyle & Recreation CEC	
		VET Primary Industries Cat B	Physics Cat A	VET Hospitality Cat B	Visual Arts Cat A	
		VET Sports Coaching BEC	VET Construction Cat B	VET Hospitality HSC Cat B	VET Retail Cat B	

Year 12 lines 2020

Line 1	Line 2	Line 3	Line 4	Line 5	Line 6	Offline
English Advanced Cat A	Mathematics Advanced Cat A	Community and Family Studies Cat A	Agriculture Cat A	Business Studies Cat A	Biology Cat A	English Extension Cat A
English Standard Cat A	Mathematics Standard 2 Cat A	Food Technology Cat A	Ancient History Cat A	IT Metal Cat A	Drama Cat A	Mathematics Extension Cat A
English Studies Cat B	Mathematics Standard 1 Cat B	Legal Studies Cat A	Chemistry Cat A	IT Multimedia and Graphics Cat A	Exploring Early Childhood CEC	
		Physics Cat A	French Cat A	IT Timber Cat A	Engineering Studies Cat A	
		Sport Lifestyle Recreation CEC	PDHPE Cat A	Music Cat A	Investigating Science Cat A	
		Visual Art Cat A	Photography, Video and Digital Media CEC	Textiles and Design Cat A	Modern History Cat A	
		HSC VET Hospitality Cat B	VET Construction Cat B	VET Hospitality Cat B	VET Metals and Engineering Cat B	
			VET Retail Cat B		VET Primary Industries Cat B	

ENGLISH – Year 7
Subject Fee: N/A

The English course in Year 7 will introduce the National English Syllabus and looks at a range of writing modes and texts across print, film and multi-media genres. There is a renewed emphasis on grammar in this syllabus. The overall aim is to pursue personal excellence in the use of language as well as introducing students to different texts. There is both a fun and formal approach to this subject.

MATHS – Year 7
Subject Fee: N/A

All students study Mathematics in Year 7. The Stage 4 program is a comprehensive program of number, measurement, statistics, probability and an introduction to algebra. All students can expect a regular system of homework that will ensure student understanding is evaluated and extended. A calculator is an essential component of high school mathematics with only the only non-calculator assessment tested in NAPLAN - 5 questions in Years 7 and 9. A calculator that can be used throughout high school can be purchased for \$20 from the front office. Student results are weighted and averaged for streamed placements at the beginning of Year 8. Consequently, all students are encouraged to participate in learning by completing their homework, bringing required equipment and asking questions that consolidate their understanding.

SCIENCE – Year 7
Subject Fee: \$15

Science in Year 7 is concerned with investigating the nature of the environment. Emphasis is placed on gaining knowledge and the skills and attitudes necessary for scientific investigation. Skills developed include problem solving, manipulation of laboratory apparatus and basic computer skills. The organisation and communication of knowledge is fostered through scientific report writing. After an introduction to the course, students gain skills by studying Biology, Physical and Chemical Sciences, Geology and Astronomy. Homework is an important part of Science.

HUMAN SOCIETY IN ITS ENVIRONMENT (HSIE) – Year 7
Subject Fee: N/A

It is now compulsory for students in high schools to undertake a minimum study of 200 hours of both Geography and History in Years 7 - 10. Accordingly, Mount View High School has designed a course of study which permits each student to participate in a semester of both History and Geography in each of Yr 7, 8 and 9. During Year 10, students are required to study History and Geography, Civics and Citizenship. In Yrs 11-12 students may specialise in different HSIE subjects.

Geography - Provides students with a greater understanding of their world. In Year 7 & 8 students look at the nature of Geography and what geographers do and the tools that they use. The study of Geography uses contemporary issues and sample studies to demonstrate the diversity of our natural and built environments in the world. The Yr 7-8 course examines interactions between the natural environment and a related human community and in Yrs 9-10 students deal with Australian environments and communities and issues facing Australia. These studies provide a strong basis for different HSIE subjects in Yrs 11-12.

History - Provides students with the opportunity to be a detective searching for clues and solving the many mysteries given to us by the past. Students will examine the clues, evaluate the information and solve the mysteries of the past, this will both confront and challenge them. The study of History will help students to become informed and active citizens who are aware of the challenges they face in our changing world and make them more able to deal with their rights and responsibilities. Skills gained in Yrs 7-10 History will allow students to specialise in different History subjects in the senior school.

VISUAL ART – Year 7

Subject Fee: \$50

(covers the cost of materials used and an art book. Once this fee has been paid supplies will be provided to students in their art class)

Year 7 students cover a wide variety of areas of study under the broad title “Visual Arts”. These areas may include painting, collage, pottery, lino printing, silk-screen printing, design, drawing, batik, multi-media, and sculpture. Art is an enjoyable practical subject in which students are encouraged to be creative through learned artistic processes. Students will also study artists and their work. Students are required to keep a Visual Arts Diary.

LANGUAGE – Year 7

Subject: N/A

Why learn to speak another language besides English? The answer is COMMUNICATION. In today’s world, your ability to communicate is multiplied if you can speak more than one language. In Year 7, students will learn some of the basic words and expressions in Japanese. A workbook for different units within the course has been developed for Year 7 students.

TECHNOLOGY MANDATORY – Year 7

Subject Fee: \$80

(covers the cost of materials used and taken home)

Industrial Arts - Technology is a mandatory course studied by all students in Years 7 and 8. Students work through the design process to meet a design brief, research ideas and develop a product. Whilst producing their project students get the opportunity to work with various pieces of equipment. Student projects include the use of wood, metal, plastics, electronics, graphics & computers. Students produce a project and folio for each unit of work studied, reflecting their understanding of the design process. Requirements:

- Solid leather shoes
- Folder with plastic sleeves
- Work apron issued on payment of fees

Home Economics - Students will complete a variety of design projects and folios across various areas of study in Food and Textiles. Students use a range of materials, tools and techniques relevant to food production and textiles creation. Students can further develop a fascination with, and enjoyment of these areas showing innovation and creation through decision making and problem solving. Requirements:

- Solid leather shoes
- Folder with plastic sleeves
- Hair band for long hair

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PD/H/PE) – Year 7

Subject Fee: N/A

PD/H/PE is an integrated course taught over four years from Year 7 to 10. PD/H/PE is a mandatory subject. The course aims to develop in each student the knowledge, skills and attitudes needed to understand, value and lead healthy, fulfilling lifestyles. Each student will develop in:

- Movement skills and performance eg dance, games, gymnastics, athletics and fitness
- Making informed individual and community health decisions eg nutrition, drug use, safety and HIV/AIDS
- Self esteem and social wellbeing eg communication, relationships, goal setting and child protection

All students are expected to participate in practical PE lessons. Students are required to wear the PE uniform consisting of black shorts and sports shirt for both practical and hygiene reasons. If for any reason a student is unable to participate, they must provide their teacher with a signed and dated note from their parent/caregiver explaining the reason for non-participation. For long-term illness/injury, a Doctor’s Certificate must be provided. Lunch time and after school activities such as Dance and Gym Club are also offered by the PD/H/PE Department. A Lifesaving program operates during Term 4 for all Year 7. This is a compulsory activity.

ASSESSMENT AND REPORTING

Assessments

Assessment is an integral part of teaching and learning. We assess students in order to:

- Provide students and parents with feedback on each student's performances and so encourage responsibility, involvement and self evaluation.
- Diagnose strengths and weaknesses of individual students.
- Assess to what extent students have achieved course requirements in each subject.
- Compare student achievement within his/her Course or Group in Years 7, 8, 9 and 10.
- Assess each Year 10 student according to NESA (NSW Education Standards Authority)

Each Faculty will use assessment tasks appropriate to its needs, for example, exhibitions of work, speeches and oral tasks, performances, assignments, unit tests, practical work, writing tasks, research assignments. Students will be issued with a course outline and assessment procedures for each course being studied. Students will be informed of assessment policies, procedures, tasks and their relative weightings prior to the commencement of assessment tasks. Students who fail to submit work by the due date will be given a "non attempt" which equals zero. Students are provided at the beginning of each year with an assessment schedule booklet. This is also available on our schools website.

Assessment schedules have been published detailing the date of assessment, the type of assessment, the weight of each assessment task and the topic students are to be assessed on. I would like to encourage parents and caregivers to help their children keep organised with meeting assessment tasks deadlines by accessing the relevant booklets via the school website or if viewing digitally by clicking on the following link <https://mountview-h.schools.nsw.gov.au/learning-at-our-school/assessment-and-reporting/assessment-schedule.html>. The schedules were also published via a link on the schools Facebook account. All students have been delivered an electronic version of their assessment booklets via their @education email accounts. Hard copies were also issued to every student in year 7, 8, 9, 10 and 11. Upon request hard copies will also be made for any parent. Having said that I highly recommend using the electronic versions of this document. Considerable time and effort has been made to ensure that they are fully interactive. You can simply click your way through each of the specific year based assessment documents to navigate to the section you need information on.



Reports and Principals Assemblies

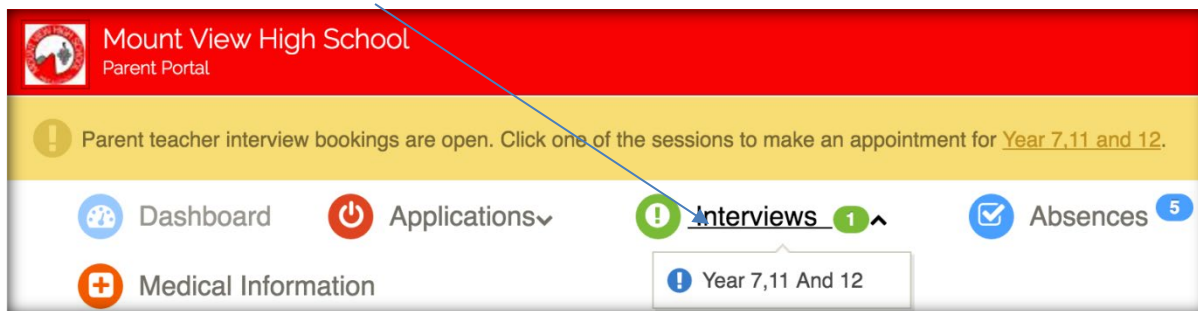
Students in Year 7, 8, 9 and 10 will receive Semester 1 and Semester 2 reports in both a digital format via the Sentral parent portal and in a hard copy given to the students. Parents and students can expect a digital version of their child's report to be published to the Sentral parent portal on the same day as it is handed to students. Students in Year 7 and 11 both get a progress report at the end of Term 1. The next report for Year 11 after this is the End of Course report that is issued at the start of Term 4. Year 12 receive a mid-course report at the end of Term 1 and an End of Course report at the end of Term 3. The hard copy Semester 1 and 2 reports along with Mid-course and End of Course reports are presented to students in conjunction with a Principal's Assembly. Students who have earned Principal's Awards receive these at Principal's Assemblies. Parents will be notified in writing if their child will be receiving an award.

Parent/Teacher Interviews

Parent/Teacher interviews are held for Year 7 at the end of Term 1 (Progress Report) and in Term 3 (Half Yearly). Parents are strongly encouraged to attend these interviews with their child and are able to arrange interview times electronically through the Parent Portal. Families are advised when they are able to access the program as the time for interviews nears.

Mount View High School –Parent Teacher Interview Bookings

1. Look out for the interview application that will be released in conjunction with the reports onto your portal.



2. From here you will be given step by step instructions.

Parent Interview Bookings - Year 7,8,9,10 Semester 1 Interviews

Welcome to the **Year 7,8,9,10 Semester 1 Interviews** bookings screen.

From here, you can easily book a date and a time to see a specific teacher for each of your children. This process is quite straight forward. Simply follow the steps below to confirm your bookings.

1. Click on the **Select Timeslot** button that is placed next to the teacher you'd like to meet with.
2. Select a **timeslot** from the timeslots that are available for that teacher. The selected booking timeslot will now be **reserved** for you until you finalise this process.
3. Complete steps #1 and #2 until you have selected an appropriate interview time for all of the teachers you'd like to see.
4. If there are no suitable timeslots available, click on the Select Timeslots button and then click on the blue **"Request interview with teacher"** button.
5. Once you have made a selection for **all** of the classes shown below, you **MUST** click on the **Confirm Appointments** button.
6. The reserved bookings you selected will now be **confirmed**.

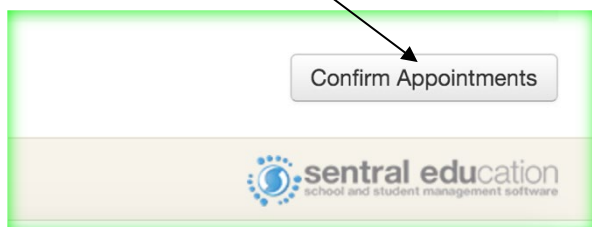
Please note: You have a 10 minute inactivity session timeout whilst selecting the bookings for your children. This means that if you leave your computer for more than 10 minutes, any reserved bookings will be released and other parents can choose them. It is important that you complete this process in one go. If you do run into any issues, please contact the school directly.

3. Some teachers will have requested you to make an interview.

Subject	Class	Teacher	Appointment Time
TAFE Yr11	11TAFE1		No appointments available
Agriculture Yr11	11AGR1	Mrs Samantha JARRETT This teacher has requested an interview with you	Select Timeslot
Exploring Early Childhood Yr11	11EEC1	Ms Bethany FISHER	Select Timeslot
English Yr11	11ENS1	Ms Chanele DEVINE	Select Timeslot
General Maths Yr11	11MMG22	Ms Linsey SPRINGBETT	Select Timeslot
VET Primary Industries Yr11	11VPI1	Mr Craig JARRETT	Select Timeslot

4. Select a timeslot

5. Confirm booking/s at the bottom.



CO-CURRICULAR

Music

Mount View High School has an outstanding music program that provides the opportunity for students to participate in extra curricular private tuition in a variety of instruments of their choice and join various ensembles and bands. Concerts and performances are part of the annual calendar with students performing at the school.

A variety of musical experiences are offered including vocal groups, rock band and school performances such as Musicals and MADD nights.



Library

Refurbished in 2015, the library is open each day from 8.20am to 3.00pm so there's plenty of time to visit, browse for a book on our computer catalogue, search for information on the internet or even catch up on homework. Each student is issued with a Library card enabling junior students to borrow FIVE books and senior students TEN books per fortnight.

Also, the library is open from 3pm – 5pm on Monday afternoons for homework club for students where they have the opportunity to seek assistance from teachers. Computer access is available for students to support their completion of tasks.



Sport

Students can enter the inter-house sports carnivals of athletics and swimming. Successful students go on to represent Mount View High School at interschool and state levels. During the year, students have the opportunity to try out for many interschool sporting teams including cricket, netball, football, soccer, tennis and rugby league.

For exemption from sport the following conditions apply:

1. For either an indefinite period or permanently, a Doctor's Certificate must be supplied to the Principal.
2. In the case of minor illness, a note signed by the parent/guardian, dated and reason given, must be presented in the practical PD/H/PE lesson or in the case of sport to the Head Teacher Administration, Mr Jarrett on Thursday mornings.

Students are NOT encouraged to use sports afternoon to attend appointments. Participation in sport is an important part of their development and education. Should a student be absent from sport, a note must be given to the Head Teacher Administration on Thursday morning so accurate records are kept.

Menstruation (unless serious and extremely painful) is generally not considered an illness. Exercise is considered beneficial to the proper functioning of the various systems of the body and there is always some activity in which girls CAN participate. Each student is offered a variety of sport choices including: Table Tennis, Bushwalking, Aqua Golf, Yoga and many other sports of seasonal and topical interest.



Year 7 Sport

In Terms 1, 2 and 3, Year 7 and Year 10 peer support leaders participate in a mentor sports program. In Term 1, peer support leaders run team building games before all students participate in game sense skills program, which focuses on the skills required to participate in the round robin competition in Terms 2 and 3. In Terms 2 and 3 all peer support groups participate in a round robin sports competition at school. Teams are awarded points for playing and individuals are awarded points for participation. Top point scorers are celebrated at the sports award ceremony at the end of the year. In Term 4, Year 7 will participate in normal school sport with the rest of the school.

House System

In 2016 Mount View High School moved to 8 Houses. These incorporate their sporting houses. The House System is an innovative wellbeing intervention based on research that emphasises the importance of students' sense of belonging as a foundation for engagement in learning. Based upon some of the principles of Positive Psychology, the establishment of 8 new houses has created a whole school structural change, so far including vertical house Check In groups, regular house meetings and 2 state of the art full colour digital LED screens which regularly display house points and information for students.

The Principal remains neutral and has not been assigned to a house. Deputy Principals support 4 Houses each and Head teachers are evenly spread throughout. Two staff House Patrons and 2 House Captains (Senior Leaders) per house have nominated to mentor and support their House groups by encouraging students to gain House points throughout the year. Our House logos are displayed around the school. Each House has a logo and mascot, voted on and designed by the students and staff patrons. Students and staff collaborated with a graphic designer to create the logos from start to finish.



All students are highly encouraged to be involved in their house activities and strive towards gaining points for their house as valued members of their house teams. House points can be rewarded in a number of ways including merit awards, attendance, principal's awards, carnivals, Check In challenges, school representation and extra-curricular activities. Check In groups are also house groups. The winning house at the end of each Semester is rewarded with an all-expenses paid excursion.

Special Religious Education

Mount View High School will be offering Year 7 students the opportunity to engage in religious education. The timing of the religious education instruction will be organised so as to not adversely impact on student studies.

The Cessnock Christian Association Board will deliver a Christian based special religious education program at Mount View High School. Further information regarding the SRE program delivered at Mount View High School can be obtained at <http://oursre.org.au/content/oursre-curriculum/gig8h4>. Parents are required to indicate if they would like their child to attend the special religious education program being offered by Mount View High School. At any time, parents have the right to change the nomination or to withdraw your child from the nominated lessons. A note to the Principal will effect this change.

TECHNOLOGY

Mobile Phones

Students at Mount View High School who have mobile phones in their possession at school are required to use them safely and respectfully. The term “mobile phone” also refers to any personal electronic device for example, portable computer game, camera, MP3 player.

- Students are not permitted to use mobile phones during any scheduled school activity, i.e. in classrooms, assemblies, etc. unless specifically instructed by a teacher.
- Students are not permitted to have mobile phones in examinations or formal assessments. Students who use mobile phones inappropriately in examinations or assessment tasks may be penalised.
- Mobile phones should not be used to by-pass school procedures in relation to school-parent contact such as the notification of student illness, disciplinary procedures, or other emergency contact.
 - In a family emergency, parents should contact the school office and arrangements will be made to inform the individual student.
 - If a student is ill at school, they must report to the clinic and parents will be officially contacted if necessary. Students must not phone parents directly for permission to go home because they are sick – the school’s ‘duty of care’ obligations and procedures must be followed.
- Mobile phones must not be used to invade the privacy of others or breach the law.
 - Cyber-bullying is completely unacceptable and is against the law. Students who use a mobile phone – either by a direct phone call, text message or other function – to bully, harass, threaten, abuse, vilify or embarrass other students or staff may face disciplinary action, which may include suspension from school and police involvement.
 - Neither students nor parents must photograph, video or record the images or voices of students or staff at any time without their specific permission. If such recordings are altered, enhanced or used in any way to bully, harass, threaten, vilify, embarrass or improperly represent others, the offenders will face disciplinary action, which may include suspension from school and police involvement.
 - Students who receive unacceptable or inappropriate phone calls, text messages, or other material on their mobile phones at school should immediately inform a teacher and/or the Deputy Principals.
- Improper use of mobile telephones or other electronic devices may result in:
 - Detention or other appropriate disciplinary action as determined by the school’s discipline policy.
 - The student being required to hand in their mobile telephone or other electronic device at the beginning of the school day, when it will be placed in the school safe until collected at the end of the school day.
 - Confiscation of the mobile telephone until such time as their parent or caregiver has been contacted to discuss appropriate arrangements for the return of the phone.
 - Other disciplinary action in cases where mobile telephones disrupt the learning environment or interfere with the operation of the school. Such activities may incur disciplinary action including suspension.



It is preferable that students keep their mobile phones securely in their bag during class time. We have a ‘bag it, or box it’ policy in all classrooms encouraging students to either keep their phone in their bag or place it in a box at the front of the classroom. Students are responsible for ensuring the security of their phone.

Bring Your Own Device (BYOD)

Mount View High School is a BYOD school. Please remember though that this is not mandatory and students will not be left disadvantaged if they do not have their own device. School based resources of Chromebook laptop banks are provided in English, Mathematics, Science and HSIE. In addition our library manage a further set of 30 Chromebooks and 30 Laptops that teachers can book for use with their classes. This is in supplement to the three dedicated computer labs around the school. In 2019 we will again expand on the classroom laptop resource. Students have the option to use their own personal device if so desired given they can demonstrate that they can work effectively when using a laptop. I would strongly encourage that both parents and students to be familiar with the policy relating to BYOD available on our school's website under the by following the “About our school / Rules and policies / Bring your own device’ menu or by following this link - <https://mountview-h.schools.nsw.gov.au/about-our-school/rules-and-policies/bring-your-own-device.html>. The MVHS BYOD **student agreement** can be printed off from home (following the above link) or obtained from the front administrative office (window near the attendance office). Once complete, students need to return the agreement to the front office. Students are not permitted to bring a device for use in the classroom until such time as the agreement has been completed, returned to MVHS and authorised.

Mount View High School supports students who bring their own devices to school through the provision of a significant number of laptop lockers that aim to assist students care for their devices. Students or families can hire a locker by contacting the front office or Mr Means (HT TAS).



BANNED ITEMS AT SCHOOL & CONFISCATION OF STUDENT PROPERTY

Our school is committed to providing a safe, supportive and responsive learning environment for both students and staff. For the safety of all persons on site, their property and school property, students are not to bring the following items to school under any circumstances.

Stationery: <ul style="list-style-type: none"> • Metal rulers • Permanent markers • Liquid paper / correction fluid 	Food items and Toiletries: <ul style="list-style-type: none"> • Aerosol deodorant or other aerosols • Chewing gum • Energy, “V” or highly caffeinated drinks • Ring pull cans (eg. salmon, tuna etc)
Other items, including illegal items <ul style="list-style-type: none"> • Weapons, or items which can be used as weapons • Imitation guns or weapons • Drugs or drug paraphernalia • Pornographic or offensive magazines or material • Knives • Cigarettes • Laser pointers / lights • Matches or lighters • Medication of any kind (unless registered with the clinic/sick bay) • Aerosol cans of any description • ‘Deep Heat’ or similar products • Superglue • Whistles • Water bombs, water pistols, ‘woopie’ cushions, firecrackers, smoke bombs or similar • Inappropriate computer software or games that involve violence or are rated as not being appropriate for young people, including hacking programs or viruses 	Notes: <p>Scooters, bikes and skateboards must not be ridden on the school grounds. Provision is made for safe storage in the bike rack at school but no responsibility for theft or damage can be taken by the school.</p> <p>Students who bring personal property to school do so at their own risk – schools will not accept any responsibility for loss or damage to personal property, unless this occurs after property has been confiscated. If laptops or other expensive mobile devices are brought to school then it must be done so after signing a BYOD (Bring Your Own Device) agreement. Lockers are available for hire for this purpose.</p>

CONFISCATION OF STUDENT PROPERTY

As outlined above, Principals have the authority to maintain discipline in schools and provide safe, supportive and responsive learning environments for both students and staff. To give effect to this authority, if any property or item is being used inappropriately by a student, principals and staff have the power of confiscation. “Inappropriate use” has a wide meaning and will include being used in a way that is:

- Contrary to any applicable school rules
- Disruptive to the school’s learning environment
- A risk to the safety or wellbeing of students, staff or other people
- Contrary to any reasonable direction given by school staff about the use of the item
- Illegal or otherwise of a nature that causes significant concern for staff

Arrangements will be made to return confiscated items either to the student at the end of the school day or, in some cases, to a parent or guardian or to NSW Police if warranted.

COMMUNICATION

Parent communication is always welcome and regarded as vital for each student's social and academic progress. Parents may ring the school to speak to or arrange an appointment with a Deputy Principal, Faculty Leader, Year Adviser or class room teacher or contact can be made via email.

Mount View High School will send personalised information via SMS and email. It is imperative that these details are accurate and current.

Examples of the various avenues for communication that are in place at Mount View High School are:

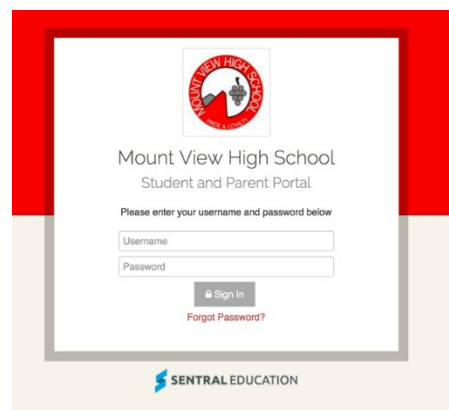
- Check In daily bulletins
- Weekly assemblies
- Year meetings
- School facebook page
- Monthly newsletter
- Parent Portal

Parent Portal

The Mount View High School Sentral Student and Parent Portal <https://web1.mountview-h.schools.nsw.edu.au/portal/login> offers a wide range of relevant information including:

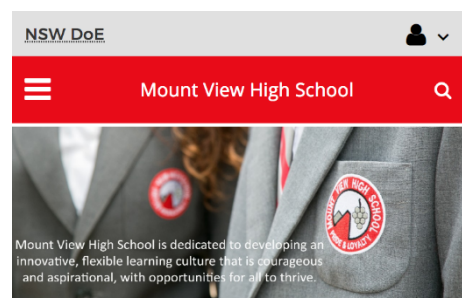
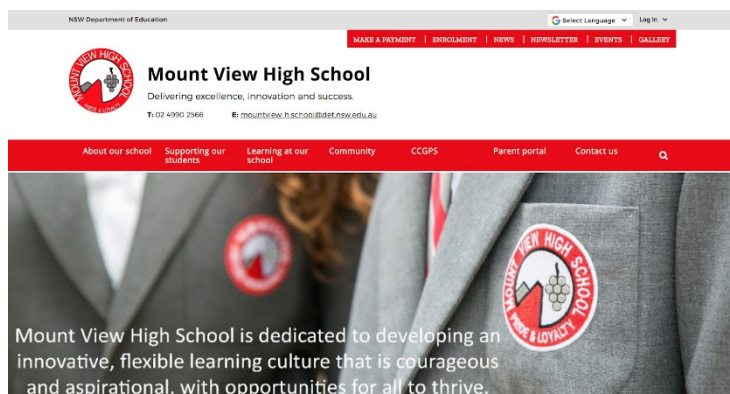
- School Calendar
- School Newsletter
- Access to change family information including address and phone
- Access to change medical information including medications taken, allergies, etc
- Ability to explain your child's absence from school
- Your child's current up to date timetable
- Daily notices for your child
- Live attendance data including whole day, part day and class based attendance
- Wellbeing data including records of incomplete assessments, commendation awards and monitoring cards
- Student markbooks
- Semester 1 and Semester 2 reports

Students can use their normal school based username and password to access. New parents to the school are sent account information during the second week of Term 1 and then as enrolments occur periodically throughout the year.



Mount View High School Website

The website will continue to be refined in relation to structure and placement of key information. Current improvements include dynamic viewing that detects whether you are using a phone or tablet and adjusts the images and menu system accordingly. It is still the best place for up to date information relating to School structure, resources, policy and documents. This is also the primary location of the school newsletter that is published each month.



Welcome to our school

Mount View High School is a comprehensive coeducational community school that has high expectations of students consistent with each student's ability and the belief that all students can achieve their personal best.






View our latest newsletter

19 Dec 2018

Another new feature is the “Upcoming events” page. This page allows you to keep track of critical school based events by providing an “Add to calendar”, “Remind me” facility for each event.

Showing 4 events from 04/02/2019

 <p>Safer internet day Tuesday 05 February 2019 7:00pm - 8:00pm Cessnock PCYC FREE internet safety presentations delivered by NSW Police at all 64 PCYC locations across NSW. Suitable for children 8 - 18 years of age and their parents. Please contact your local club for more info! Find your local club at www.pcycnsw.org.au. Remind me (ICS 1.30KB)</p>	 <p>Swimming Carnival 2019 Wednesday 06 February 2019 All day Cessnock Swimming Pool 2019 Mount View High School Swimming Carnival. This is a compulsory whole school event. Remind me (ICS 1.04KB)</p>	 <p>P and C Meeting Wednesday 13 February 2019 6:30-7:30 pm Mount View High School Common ... Wednesday February 13 meeting commences at 6:30PM in the school Common Room (Upstairs from the atten... Remind me (ICS 1.17KB)</p>
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Facebook – Mount View High School’s Facebook page has over 2600 followers. The school Facebook page is used to communicate and promote student achievement and for the immediate communication of relevant information between the school and community. Share our page and encourage new parents to follow by searching for “Mount. View. High. School. Cessnock” include the full stops in your search.



Contacting Teachers

An interested and supportive home environment is vital to success in learning. At Mount View High School we are well aware that education is a partnership between the student, their family and the school. You can contact the school at any time to discuss any issue which is of concern to you.

It can be difficult to know who to contact in such a large school. Our office staff will be able to refer you to the appropriate person. Sometimes staff members are not available when you ring, or may need time to gather the information you require. If you leave your phone number, they will return your call. If you wish to have an interview with a member of staff, it is best to make an appointment in advance at a time when they are free from teaching or other duties.

You can gain access to the parent portal using your individual login details. A letter containing your access key and how to register will be provided to you at the beginning of the year. Should you have problems accessing the parent portal please do not hesitate to contact the Administration Office who will assist you.

Assemblies

Assemblies are held each Tuesday after Check In except in the winter months, when they are held before the recess break. Formal assemblies are held on special occasions in the MPC.


Assemblies are indicated by the ringing of three bells, and held in the amphitheatre. School announcements and presentations are made at these assemblies. Additional announcements are made during Check In. Year meetings are held separately. All students are expected to report promptly to the designated area, and to listen carefully to all items.



STUDENT COMMENDATION SYSTEM


Merit Award

This is a certificate issued to students for a high standard of class work, homework, assessment task results, school service or other similar meritorious behaviour warranting acknowledgement. Each subject area has their own coloured merit awards. Students collect these awards and save them towards a set of five of the one colour. Each set of five entitles the student to the next award – a commendation certificate. Each merit award is worth 5 house points.

		ENGLISH MERIT AWARD	
Awarded to: _____			
Subject: _____		Class: _____	
Teacher: _____		Date: _____	
Please circle:			
<i>Respect</i>		<i>Responsibility</i>	
		<i>Excellence</i>	

PBL Award

Positive **B**ehaviour for **L**earning is an important part of our commendation system. A PBL award is issued to students for showing **respect**, taking **responsibility** and demonstrating **excellence**. Students collect these awards and save them towards a set of five PBL awards. Each set of five entitles the student to the next award – a commendation award for PBL. Each PBL award is worth 5 house points.

		MOUNT VIEW HIGH SCHOOL COMMENDATION CERTIFICATE	
Name: _____		Class: _____	
For: _____			
Teacher: _____		Date: _____	

Commendation Award

This award is issued when five merit awards of one colour or five PBL awards are presented by the student to their Check In teacher or teacher of their choice. Teachers may issue a commendation award for outstanding achievement without collecting a set of five merit awards or PBL awards if warranted. Five commendation awards entitle the student to receive the next award – a Principal's Award. Commendation awards are worth 25 house points.

Principal's Award




This is a specially prepared award presented by the Principal at a Principal's Assembly. It is earned by either:

- Accumulating five commendation awards
- Issued directly by the Principal for outstanding achievement.

Five Principal's awards entitle the student to receive an excellence award. A Principal's award is worth 50 house points.

Excellence Award

This award consists of an Excellence Award Certificate that is earned by accumulating five Principal's Awards and is presented by the Principal at the Annual Presentation Day. An excellence award is worth 100 house points.

Mount View High School	
	
<i>Albert Einstein</i>	
is congratulated upon receiving a	
Principal's Award	
for achievement in	
HSIE, CAPA, Mathematics, English and Drama	
Issued 17.10.2018	
Principal: 	Year Advisor: 

P & C Scholarship Award

This is awarded when a student has gained 5 excellence awards. It is determined annually and presented by the Principal at the Annual Presentation Day.

Summary of Award System

- 5 x Merits (same colour) = 1 x Commendation Certificate (student hand in)
- 5 x Commendations = 1 x Principals Award (automatically generated)
- 5 x Principals Awards = 1 x Excellence Award (automatically generated)
- 5 x Excellence Awards = P & C Scholarship Award (automatically generated)

GENERAL INFORMATION

Term Dates 2020

Term One

Monday 27 th January	Public Holiday
Tuesday 28 th January	School Development Day
Wednesday 29 th January	Years 7, 11 and 12 commence school
Thursday 30 th January	Year 8,9, and 10 commence school
Thursday 9 th April	Last day of Term One

Term Two

Monday 27 th April	School Development Day
Tuesday 29 th April	School resumes for all students
Friday 5 th July	Last day of Term Two

Term Three

Monday 20 th July	School Development Day
Tuesday 21 st July	School resumes for all students
Friday 25 th September	Last Day of Term Three

Term Four

Monday 12 th October	School resumes for all staff and students
Wednesday 16 th December	Last day of Term Four for students
Thursday 17 th & Friday 18 th December	School Development Days for Staff

Canteen

Our canteen sells hot and cold food and drinks. To maintain order and efficient service the following rules apply:

- Place only your own orders (DON'T BUY FOR ANYONE ELSE)
- Remember to use "please" and "Thank you" and wait patiently in line
- Do not borrow or give other people money

If you think the service is slow, ask your mum or dad to come in and help out. Ordering in advance is recommended.

Lockers

Students can hire a locker and combination lock at any time throughout the year at a cost of \$30. These are especially designed to secure laptops and electronic devices.

Orientation Day – Tuesday 3rd December 2019

Incoming Year 7 students and parents are invited to attend Orientation Day to participate in introductory talks and the commencement of the Peer Support Program. Transport to and from Mount View is to be organised by parents. Primary school uniform is to be worn. A letter will be posted out to families with further information closer to the day.

Peer Support

Peer Support is "students helping students". Year 10 students become older friends to a smaller group of Year 7 students as they enter high school. Through their involvement in the group-sharing, discussion and participation in activities together the Year 7 students are more likely to integrate easily into the school. They are building friendships with others in their group and with an older friend in the school community. A special program has been devised to achieve these aims.

Safe parking and vehicular access

We have created an additional car parking space primarily for students or persons who have a disability and require more accessibility to the school. Two car parking spaces are now available. The first is ONLY for persons with a disability parking permit, AT ALL TIMES. The second space is a 'shared' parking space - ONLY for persons with a disability parking permit at the busy drop-off and pick-up times (8.15 – 9.15am, and 2.15 – 3.30pm). At all other times it can be used by anyone, but only for a maximum of 30 minutes.

We would also ask that **parents do NOT enter the staff car park to drop students off** (or pick them up) unless the student has a mobility issue. This causes congestion in the carpark and safety concerns, for staff and students. There is a pedestrian crossing in the staff carpark and visibility by cars unnecessarily entering the carpark is severely reduced. Parents are asked to drop students off in the carpark opposite the school – the “Basin” carpark.

Students can then safely use the pedestrian crossing and walkway to enter the school. It is also preferable to use the Basin carpark than the bus bay. Persons picking up students need to be aware that there is a NO STOPPING zone on Mount View Road which is regularly patrolled by Parking Officers who regularly fine drivers who break the rules.

Transport

Bicycles/Scooters - A number of students ride bicycles/scooters to school. Cyclists must wear helmets at all times and place their bike in the racks near the gate closest to town. It is recommended that all bikes/scooters be locked securely in the rack. The bike gate is locked during the day from approx. 9am.

School Drive Subsidy - Eligible parents who live far from school or public transport can apply for the School Drive Subsidy. This new scheme has replaced the Private Vehicle Conveyance (PVC) Subsidy. Applications for the School Drive Subsidy are now open at www.transport.nsw.gov.au/schooldrive. Queries about the subsidy can be emailed to schooldrive@transport.nsw.gov.au

Bus Transport - The School Opal card gives eligible students free or discounted travel between home and school. Students who travel 2km or more to school by the most direct route are eligible. A new application is required if:

- The student is just starting school or has not had a pass for travel before.
- The student is progressing from Year 2 to 3, or Year 6 to 7.
- The student needs to be able to travel to multiple home addresses because of a shared parental responsibility situation (e.g. joint custody)

The School Term Bus Pass can be used on any nominated bus service in the Opal network. It is valid for travel between the student's registered home address and the school on school days only, via the most direct route. Students are expected to be courteous and responsible, and follow the school student's code of conduct when travelling between home and school.

Applications can be completed at www.transportnsw.info/school-students

- Step 1: Parents (or students aged 16 and over) complete the online application form.
- Step 2: The school will endorse the online application providing all information on the online application matches the school records.
- Step 3: Transport for NSW sends the School Opal card to the home address stated on the application.

Damaged School Term Bus Pass that is a School Opal card, phone 131 500 quoting the student's name, address and school. A card replacement fee may apply. Students who are not eligible for a School Opal card may be eligible to purchase a term bus pass from Transport for NSW or they can get a Child/Youth Opal card from 2,000 retailers, online at opal.com.au or by calling **13 67 25 (13 OPAL)**.

Bus timetables are available on the Rover Coaches website under school timetables. Students should inform the teacher on bus duty immediately if they have missed their bus home.

What to do if you miss the school bus home?

Students should immediately inform the teacher on bus duty or the Principal/Deputy Principal if they have missed their bus home. Students will then be directed to the front office where the office staff will make contact with parent or emergency contacts to pick the child up from school.

Visiting the school grounds

All parents and visitors to Mount View High School must report to the Administration Office.

FREQUENTLY ASKED QUESTIONS

Can I bring spray deodorant to school?

Spray deodorants, are NOT allowed at school. Many people have serious allergies to spray deodorants.

What do I do if I need to go to the toilet during class time?

If you need to go to the toilet during class time you must get a note from your teacher to be out of class.

Where do I go to pay for excursions?

The Administration Office is open for payments from parents/guardians anytime between 8am-3.45pm. Students can pay at the Administration Office student window every morning up until 8.45am and at recess/lunch.

Where do I go to get a new timetable?

You can obtain a copy of your timetable from the Administration Office student window. It is advisable for students to take a picture of their timetable on their mobile phone.

Where will I find lost property?

Articles of lost property are taken to the Administration Office. If you have lost anything while at school, please go to the Student window & ask one of the Office ladies to check lost property. We urge you to label all possessions with your name and to look after them carefully. Valuables, if they must be brought to school, should never be left in unattended bags. At the end of each term, all lost property not claimed is donated to charity.

What if you have an accident at school or on an excursion?

The school has ambulance cover. If you are injured and require ambulance treatment/ transport from school or on an excursion, it is at the school's expense. PLEASE NOTE: this cover does not include the return trip to home. If any injury occurs a report must be completed, with witness account. This is filed at the school.

When you are issued textbooks?

In some subjects, textbooks are provided for pupils by the school. These are on loan and pupils are responsible for any loss or misuse. When this occurs, parents are required to pay all or part of the replacement cost. Please look after your text books, as they are expensive to replace. Maths texts require a plastic sleeve.

When examinations are on

Formal examinations are held for most half-yearly and all yearly examinations. The results gained in these exams form part of your overall assessment. Always prepare for exams by revising your work. Always do your best. Behaviour must be excellent to avoid being removed from the examination room and receiving no marks.

If you are found smoking

No person is permitted to smoke on school premises. This applies to students, staff and to all visitors. On the first occasion where a student is found smoking, a warning letter is sent. If the student is found on a subsequent occasion, the student is suspended.

YEAR 7 CAMP 2020

The Great Aussie Bush Camp (Active Outdoor Education Morisset/Wyee)

The Year 7 Camp is held early in Term 1 to allow students the opportunity to get to know each other, create new friendships and establish a good relationship with the Year Adviser and other staff. It provides a time for students to interact with teachers and their Year Adviser in a less formal setting than the classroom. It also creates teamwork and leadership opportunities and gives all students time to show initiative and problem solving skills in a relaxed camp style environment.

The Great Aussie Bush Camp is one of NSW's largest, privately owned Outdoor Education providers. Programs are run for specific year groups by adjusting the content and the challenge to meet the needs and abilities of every individual. The Camp providers have a strict policy of "challenge by choice", ie. everyone is encouraged to give it their best, but no-one is forced to do anything. All staff are of the highest quality, are young and enthusiastic, fully qualified to run all activities, as well as being first aid and resuscitation trained. Safety is a priority. The camp is fully catered with ample availability of nutritious and tasty food; special dietary requirements can be accommodated.

Mount View High School will make a selection of activities according to the best needs of all students and could include abseiling, archery, canoeing, dual flying fox, giant swing, indoor rock climbing, kayaking, leap of faith, leadership and teamwork activities, raft building, rock climbing, sailing.

Estimated cost for 2020: **\$265-\$275 per student**

The excursion can be paid off in instalments and must be paid in full a week prior to camp departure.

Dates for 2020: **Monday 24th February to Wednesday 26th February 2020 (Term 1 Week 5)**

****There will be more information offered to parents and students at the Year 7 Orientation Day**

THE PART PARENTS/GUARDIANS CAN PLAY

Parents and or guardians play an important and indispensable part in the school. We encourage all parents/guardians to participate in the school. You may join the Parents and Citizens Association, the Canteen volunteers, support parent/staff social functions or devise your own special ways to support your school.

You can help your child by always checking their diary for homework and assignments and continually encouraging their academic pursuits. You are always welcome to contact the school with your ideas or concerns. The Principal, Deputy Principal, Head Teachers, School Counsellor, Year Advisers and others are caring and concerned and welcome any approach. Please phone and make an appointment to see someone personally.

Canteen Assistance Appeal

Any parent who may be able to help as a volunteer in our canteen would be most welcome to come as weekly or fortnightly helper. Your prompt reply would be greatly appreciated by the Canteen Committee so that rosters can be compiled before the beginning of first term. All profits from the canteen are paid to the P & C Association and used to benefit the students of Mount View High School. The canteen is the major provider of funds for the P&C.

Canteen Routine for Voluntary Workers

Voluntary workers are a vital part of the school. Workers are asked to arrive at the canteen at 9.00am, if possible, to assist in the preparation of sandwich filling and where necessary, prepare ordered lunches. However, even an hour on a regular basis would be welcome. If you are feeling unsure, a good idea is to work on a day with someone you know, if it can be arranged. An invitation is extended to come along to the canteen during the final weeks of the school year and spend a day just to see how the work is carried out, assist if you would like to, again with someone you know, if it helps. Another reassurance is, if you need to use pencil and paper to add up during the counter procedure, please do so without embarrassment, many of us have to do this. There are price lists and note pads provided on the counter for your convenience. If you are unable to attend on any day that you have been rostered, please phone the supervisor, Mrs Tina Galvin – 49912080.

Canteen Volunteers: *Please complete this form and return it to Mount View High School as soon as possible*

Name: _____ Telephone: _____

Preferred days: (please circle) Mon Tue Wed Thur Fri

Preferred frequency: (please circle) Weekly Fortnightly Monthly

In school, contact my child _____ Roll call: _____

BEHAVIOUR CODE FOR STUDENTS

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education and Communities.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education and Communities will back the authority and judgment of principals and school staff at the local level.

Successful students at Mount View High School will meet these expectations:

Student Expectations	Students will be expected to:
1. Positive application and commitment:	<ul style="list-style-type: none"> * be positive members of Mount View High School by taking pride in the school and in their work and participating actively in every lesson * attempt all class and homework tasks to the best of their ability * provide a role model for younger students * show pride and enjoyment in the school and grounds * offer praise to others for high achievement and excellence * set a positive example to gain the respect of the community * take responsibility for their own work and not disrupt the efforts of others
2. Meeting standards of: a) Bookwork and equipment b) Homework and assignments c) Uniform d) Punctuality and attendance e) Classroom	<ul style="list-style-type: none"> * bring all required books and all items of equipment to every lesson * show pride in bookwork and ensure books/folders are covered, labelled, have margins and are complete and up-to-date following absences * make sure that borrowed text and library books are kept in good order * possess and use an up to date homework diary/record * complete and submit all tasks by the due dates * ensure homework and assignment requirements are clearly understood * with pride, wear a neat, clean and complete uniform as per school policy * provide a parental note when out of uniform at school * wear a minimum of small scale jewellery (if any is worn at all) * ensure clothing is worn properly buttoned and not offensive to others * remove caps and other headwear in classrooms (except safety headwear) * aim for 100% attendance * when absent, make sure you hand in an appropriate note the next day * be on time and ready for all school activities and lessons * leave the playground promptly at the roll-call/recess/lunch bell * when late, make sure you have a signed late note * remain in class until dismissed by the teacher * wait quietly in line outside classrooms at the beginning of lessons * observe class rules and expectations and all safety requirements * avoid any disruption to the work of the teacher or other students * show care for clean, tidy classroom environments and furniture * have no food apart from water bottles in the classroom * be engaged on task and leave personal discussions for out-of-class time
3. Cooperative & appropriate conduct: a) Manners b) Behaviour	<ul style="list-style-type: none"> * be polite and show courtesy and respect to other students and staff * be cooperative and patient with others * respect property of others and report deliberate theft or damage * show care for others when waiting/walking in crowded corridors * make sure there are no “put-downs” or negative comments to others * always use acceptable language (no swearing, offensive language) * behave in a responsible and safe manner on the way to and from school and at school by following the school Code of Behaviour and class rules * follow teacher instructions promptly and without negative comment * ensure that no acts of bullying take place * behave in a way that brings respect for you

CARING AND RESPECTFUL ENVIRONMENT PLAN (C.A.R.E)

Rationale

Every person has the right to feel safe and free from bullying, harassment, vilification and violence. The school community should be educated as to appropriate behaviours and be aware of policy and procedures to combat bullying. The NSW Department of Education and Mount View High School reject all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environments of the Department.

Anti-Bullying Information

The NSW Department of Education and Mount View High School provide the following statements in regard to bullying:

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies. ***Conflicts or disagreements between equals that occur as a one off incident are not considered or defined as bullying.***

Bullying and Harassment may take the form of:

- **Physical bullying** – including hitting, punching, kicking, scratching, tripping, spitting
- **Verbal bullying** – including name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **Social/Emotional bullying** – including ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **Psychological bullying** – including spreading rumours, stalking, dirty looks, hiding or damaging possessions, malicious SMS & email messages, inappropriate use of camera phones
- **Harassment and vilification** – including making racist or sexual remarks
- **Cyberbullying** – including sending inappropriate messages or images via social media (such as Facebook and Twitter) or by text, phone, email or internet

Bullying is a serious matter that can result in the victim of bullying experiencing social, psychological and learning difficulties. Mount View High School identifies the importance of a united stand against bullying and as a result involves staff, students, parents and the community in working together to prevent bullying behaviours.

Aim

Bullying has been identified as a priority concern affecting, through its wider definition, girls as much as boys at Mount View High School.

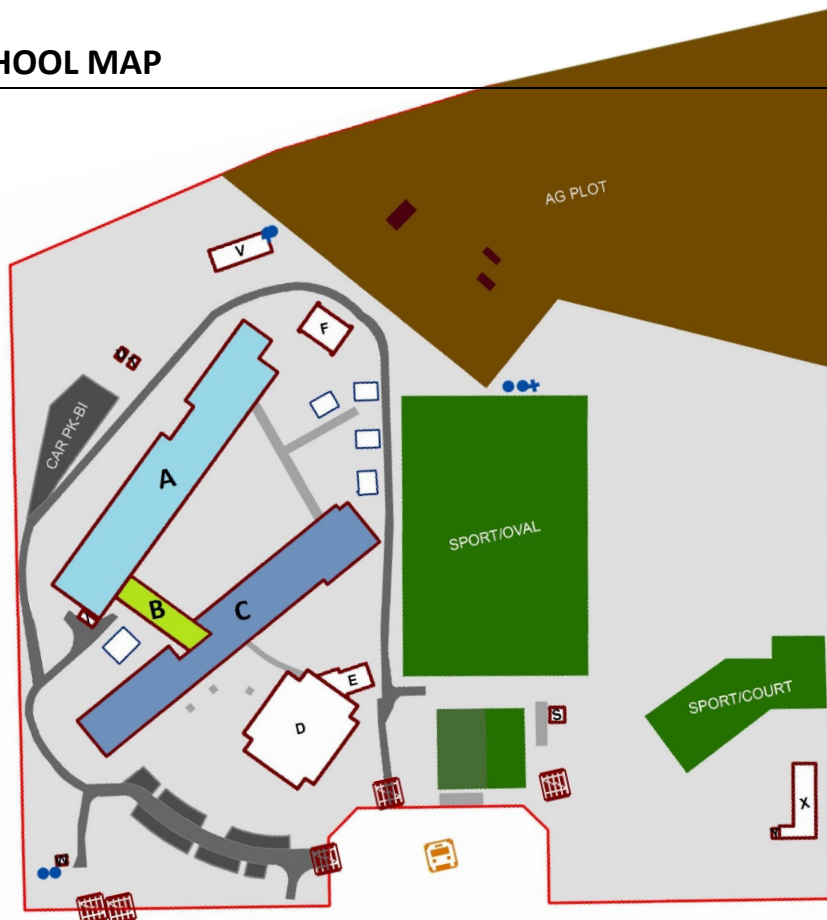
This policy aims to bring together the various proactive programs operating in the school in PDHPE, Peer Support, Peer Mediation and other Wellbeing initiatives, in order to present a whole school systematic approach to the reduction of bullying. At Mount View High School we want a school where every student can expect that he or she will spend the day, both in and out of the classroom, free from bullying and intimidation.



This is consistent with our core belief statement “People and property should be respected and valued” and “Learning should be enjoyable in a safe and caring environment”. For this to be successful we need a partnership between teachers, students and the wider community.

Department of Education Good Discipline Effective Learning - Anti Bullying Code

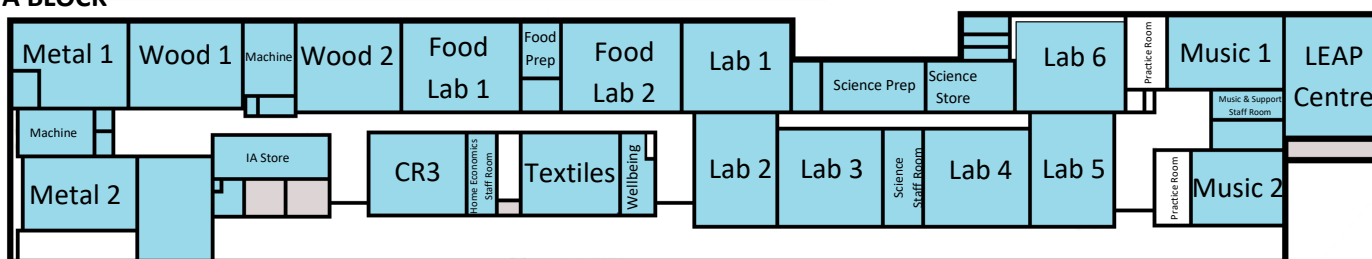
	Students	Parents / Caregivers
Can expect to:	<ul style="list-style-type: none">* Be safe at school* Be involved in development of Anti-Bullying policies* Know what is expected of them* Know their concerns will be responded to* Provided with appropriate support	<ul style="list-style-type: none">* To know their children will be safe at school* To be involved in a collaborative development of the Anti-Bullying policy* Know what is expected of them in relation to the policy* Know their concerns will be responded to* Know their children will be provided with appropriate support
Have a responsibility to:	<ul style="list-style-type: none">* Behave appropriately* Follow Anti- Bullying policy* Respond to incidents of bullying according to the policy	<ul style="list-style-type: none">* Support their children in all aspects of their learning* Be aware of the Anti-Bullying Code* Support their children in developing appropriate responses to incidents of bullying

SCHOOL MAP

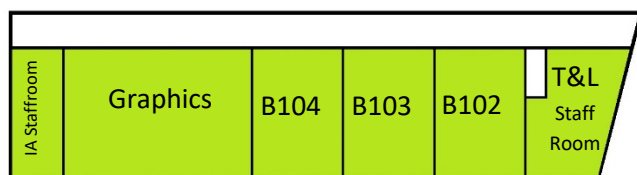


	Bus bay
	Entry point
A	A Block
B	B Block
C	C Block
D	Multi-Purpose Centre
E	Canteen
F	Agriculture Classroom
V	Woodturner's Shed

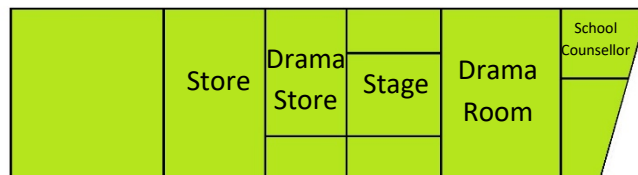
A BLOCK



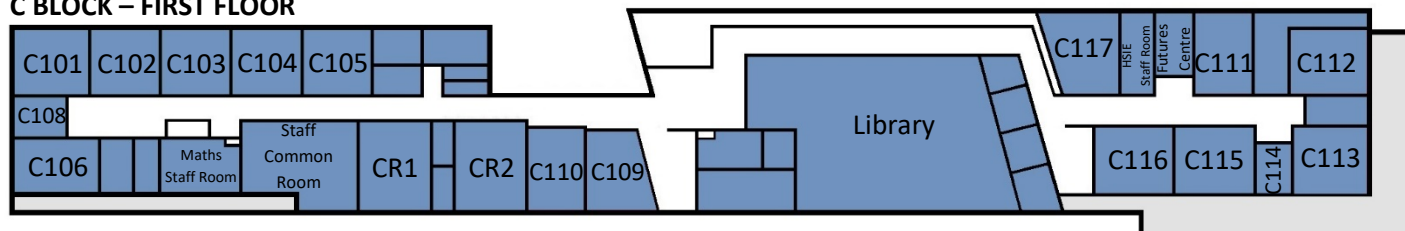
B BLOCK – FIRST FLOOR



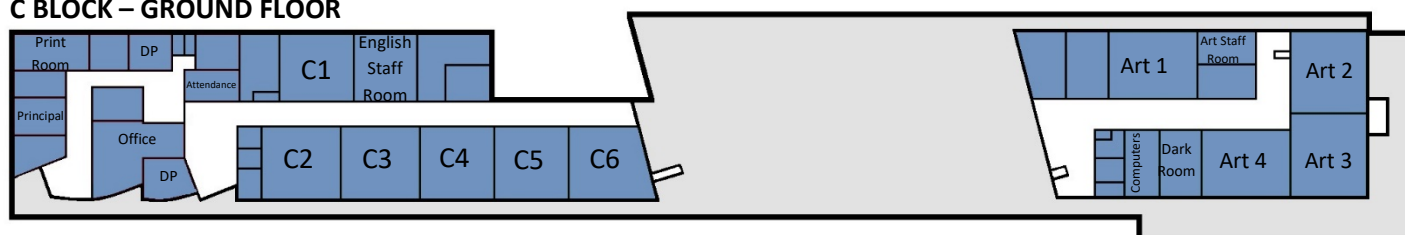
B BLOCK – GROUND FLOOR



C BLOCK – FIRST FLOOR



C BLOCK – GROUND FLOOR



BELL TIMES

SUMMER

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY
	Duty 8.15 - 8.45		Duty 8.10 - 8.40		Duty 8.15 - 8.45		Duty 8.15 - 8.45		Duty 8.15 - 8.45
CI	8.45 – 9.00	CI	8.40 – 8.50	CI	8.45 – 9.00	CI	8.45 – 9.00	CI	8.45 – 9.00
		Assembly	8.50 – 9.10						
P1	9.00 – 10.00	P1	9.10 – 10.05	P1	9.00 – 10.00	P1	9.00 – 10.00	P1	9.00 – 10.00
P2	10.00 – 11.00	P2	10.05 – 11.00	P2	10.00 – 11.00	P2	10.00 – 11.00	P2	10.00 – 11.00
Break 1	11.00 – 11.30	Break 1	11.00 – 11.30	Break 1	11.00 – 11.30	Break 1	11.00 – 11.30	Break 1	11.00 – 11.30
P3	11.30 – 12.30	P3	11.30 – 12.30	P3	11.30 – 12.30	P3	11.30 – 12.30	P3	11.30 – 12.30
P4	12.30 – 1.30	P4	12.30 – 1.00	P4	12.30 – 1.30	Assembly	12.30 – 12.40	P4	12.30 – 1.30
Break 2	1.30 – 2.00	Break 2	1.00 – 1.30	Break 2	1.30 – 2.00	Break 2	12.40 – 1.10	Break 2	1.30 – 2.00
P5	2.00 – 3.00	P5	1.30 – 2.30	P5	2.00 – 3.00	Sport	1.10 – 3.00	P5	2.00 – 3.00

WINTER

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY
	Duty 8.15 - 8.45		Duty 8.10 - 8.40		Duty 8.15 - 8.45		Duty 8.15 - 8.45		Duty 8.15 - 8.45
CI	8.45 – 9.00	Check In	8.40 – 8.50	CI	8.45 – 9.00	CI	8.45 – 9.00	CI	8.45 – 9.00
		P1	8.50 – 9.45						
P1	9.00 – 10.00	P2	9.45 – 10.40	P1	9.00 – 10.00	P1	9.00 – 10.00	P1	9.00 – 10.00
P2	10.00 – 11.00	Assembly	10.40 – 11.00	P2	10.00 – 11.00	P2	10.00 – 11.00	P2	10.00 – 11.00
Break 1	11.00 – 11.30	Break 1	11.00 – 11.30	Break 1	11.00 – 11.30	Break 1	11.00 – 11.30	Break 1	11.00 – 11.30
P3	11.30 – 12.30	P3	11.30 – 12.30	P3	11.30 – 12.30	P3	11.30 – 12.30	P3	11.30 – 12.30
P4	12.30 – 1.30	P4	12.30 – 1.00	P4	12.30 – 1.30	Assembly	12.30 – 12.40	P4	12.30 – 1.30
Break 2	1.30 – 2.00	Break 2	1.00 – 1.30	Break 2	1.30 – 2.00	Break 2	12.40 – 1.10	Break 2	1.30 – 2.00
P5	2.00 – 3.00	P5	1.30 – 2.30	P5	2.00 – 3.00	Sport	1.10 – 3.00	P5	2.00 – 3.00

	Tuesday assembly is a whole school communication assembly. The Thursday assembly is a sports assembly.
	Year Meetings operate on Monday's odd weeks. Term 1 Period 1 first 15 min, Term 2 Period 2 last 15 min, Term 3 Period 3 first 15 min, Term 4 Period 4 last 15 min.
	Each House will meet once a cycle during the Check In period according to the schedule outlined below.

- The playing of Music is a signal for students and staff to move to class. The bell is the signal that lessons are to begin.
- Students must be punctual. If students are late to class teachers will follow-up on the matter.
- The bell at the end of period sounds to inform teaching staff that the lesson has concluded. Students are released under staff direction.

Year Meeting Locations

Year 7 - COLA

Year 8 - Undercroft

Year 9 - Amphitheatre

Year 10 - MPC

Year 11 - Library

Year 12 – LEAP Centre

House Meeting Timings - Amphitheatre

Shine Bright

Belong and Ignite

Peace and Power

Quick Be Active

Monday A

Wednesday A

Thursday A

Friday A

Truth and Honour

Strive and Unite

Gather and Assemble

Grounded and Dynamic

Monday B

Wednesday B

Thursday B

Friday B

REFERENCE GUIDE

School:	Address:	106 Mount View Road, Cessnock NSW 2325
	Telephone number	02 4990 2566
	Email	mountview-h.school@det.nsw.edu.au
	Facebook	Mount.View.High.School.Cessnock
	Website	www.mountview-h.schools.nsw.gov.au

Office Hours:	8.00am – 3.30pm (Mon to Fri)
School Times:	8.40am – 3.00pm (Mon, Wed, Thur, Fri)
	8.40am – 2.30pm (Tues)

Principal:	Desley Pfeffer
Relieving Deputy in charge of Yr7/9/11, 2020:	Larayne Jeffery
Deputy in charge of Yr8/10/12, 2020:	Shane Hookway
School Counsellors:	Di Tudball & Kristen Kerslake

P & C Association meets the 2nd Wednesday of each month at 6.30pm in the Staff Common Room

School Newsletter – *The View* is uploaded to our school website <https://mountview-h.schools.nsw.gov.au> monthly prior to the P&C meeting, alternatively a copy can be collected from our office. A message will be posted on the school Facebook site advising when *The View* is available.